

Chapter 3 - Election Administration Module

January 1, 2003

Creating an Election

Michigan Qualified Voter File - [Election Administration]

File View Reports Sys Admin Data Maint Window Help

Edit New Delete Print Close Help

County: BERRIEN Jurisdiction: BENTON HARBOR CITY

Election Description
06/10/2002 - SCHOOL - ANNUAL - BENTON HARBOR AREA SCHOOLS
11/06/2001 - CITY GENERAL - NOVEMBER GENERAL ELECTION
09/18/2001 - SCHOOL - BENTON HARBOR AREA SCHOOLS
08/07/2001 - CITY PRIMARY - COMMISSIONER PRIMARY ELECTION
06/11/2001 - SCHOOL - ANNUAL - BENTON HARBOR AREA SCHOOLS
04/10/2001 - SPECIAL - SECOND WARD RECALL ELECTION
04/10/2001 - SPECIAL - FOURTH WARD COMMISSIONER
02/13/2001 - SPECIAL - FOURTH WARD RECALL ELECTION
09/19/2000 - SCHOOL - ISD SPECIAL - BENTON HARBOR AREA SCHOOLS
09/09/2000 - SCHOOL - SPECIAL - BENTON HARBOR AREA SCHOOLS
06/12/2000 - SCHOOL - ANNUAL-BENTON HARBOR - BENTON HARBOR AREA SCHOOLS
11/02/1999 - GENERAL - CITY OFFICIALS
08/03/1999 - CITY PRIMARY
06/14/1999 - SCHOOL - BENTON HARBOR ANNUAL - BENTON HARBOR AREA SCHOOLS

Public Version 1.77

Offices
Candidates
Petitions
Inspectors
Counting Boards

You must enter an election into the system before running precinct lists, printing AV applications, updating voting history or performing numerous other functions that will be addressed in other areas of this manual.

Action	Result
From the File menu select Election Administration .	The Election Administration screen is displayed with a list of all elections.
Ensure that the <u>County</u> and <u>Jurisdiction</u> are correct. When entering school elections, choose <u>None</u> from the drop down options for both <u>County</u> and <u>Jurisdiction</u> .	All elections that apply to the county and jurisdiction chosen are displayed.
Click on the [New] button.	The Election Information screen is displayed.

Election Information [EAD001D]

County **BERRIEN** Jurisdiction **BENTON HARBOR CITY**

Election Type Election Description

District Type District

Election Date Last Date To Register

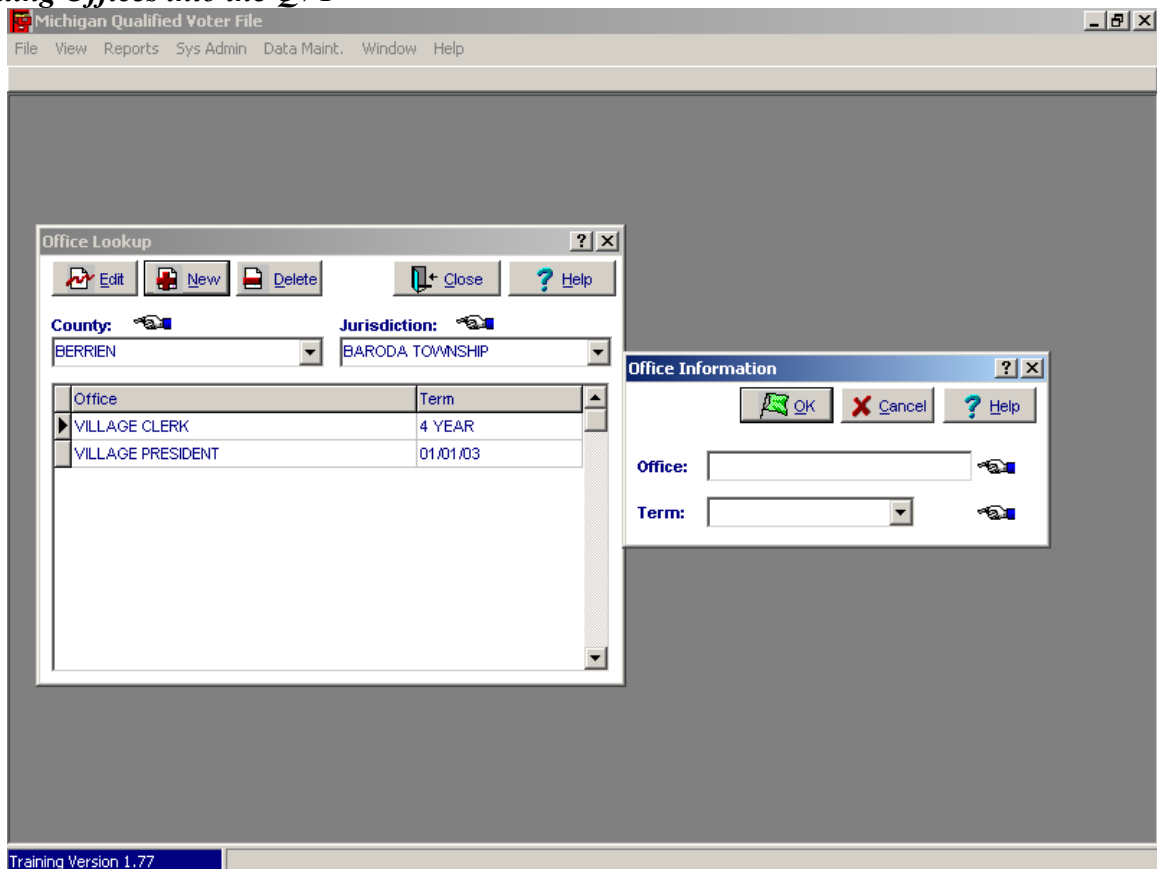
Primary (NONE)

Date	Day	Description

<p>Select the desired <u>Election Type</u> from the drop down list.</p> <p>Depending on what type of election is chosen, when you move the cursor from the <u>Election Type</u> field, other information will appear on the screen <i>Election Information</i> screen.</p>	<p>If you chose a <u>Village</u> or <u>School</u> election, the <u>District Type</u> field will populate and the <u>District</u> field will become enabled. If you chose a <u>General</u> election, the <u>Primary</u> field will become enabled. If you chose either a <u>General</u> or <u>Primary</u> election or a <u>Village Primary</u>, a <u>Cand. nom. petition filing deadline</u> field will appear. If you chose a <u>Village General</u> election a <u>Minor political party nominations deadline</u> field will appear.</p>
<p>Enter information in the <u>Election Description</u> field as needed.</p>	<p><u>Election Description</u> information will appear in some grids in addition to the election date and type.</p>
<p>If you chose a <u>Village</u> or <u>School</u> election in the <u>Election Type</u> field, you must choose a <u>District</u> from the list.</p>	<p>The election will apply only to voters in a village or school district rather than in the whole jurisdiction.</p>

Enter the <u>Election Date</u> as either a six or an eight digit number.	Note: The dates that will appear in the election calendar are based on the election date and type.
Press the Tab key.	The dates throughout the election calendar are automatically populated. The system is designed to calculate and take into account weekends and holidays.
If a field has appeared for <u>Cand. nom. petition filing deadline</u> or <u>Minor political party nominations deadline</u> enter a six or eight digit date and press the Tab key.	The deadline is added to the election calendar.
If you chose a <u>General</u> election in the <u>Election Type</u> field, you can associate a primary election with it by choosing the appropriate primary election from the drop down list in the <u>Primary</u> field.	The two elections will be linked for purposes of running dual AV applications.
Click [OK] .	The <i>Election Administration</i> screen is displayed. Note: The election you just created is displayed in the grid.
Click on an election in the grid for which you want to print a calendar.	The row containing the election is highlighted.
Click on the [Print] button.	The <i>Election Schedule</i> screen is displayed.
Select the <u>Print Now</u> or <u>Print Later</u> radio button.	Note: If you choose <u>Print Later</u> , the report is sent to the <i>Local Report Queue</i> after you click [OK] .
Click [OK] .	The election calendar report is sent to the <i>Local Report Queue</i> or starts printing, depending on the print option you chose. The <i>Election Administration</i> screen is displayed after the print job has been sent.

For school elections, scripting controls who has the ability to enter the school election and run the precinct list. A scripted jurisdiction or county can run a single precinct list for the entire school district. These precinct lists will run based on school precincts, not on jurisdictions or counties.

Putting Offices into the QVF

Entering offices into the ***Office Lookup*** screen is the first step in assigning offices to an election. All elective offices in the jurisdiction should be entered. You will only have to do this once. The information will be retained from election to election.

Action	Result
Under the <i>Data Maint.</i> menu select <i>Office Lookup</i> .	The <i>Office Lookup</i> screen is displayed with a grid containing all of the currently entered offices.
Click [New].	The <i>Office Information</i> screen is displayed.
In the <u>Office</u> field enter the office title; Mayor, Supervisor, Clerk, etc. Click on the Tab key.	The cursor goes to the <u>Term</u> field.

In the <u>Term</u> field choose the term of office from the drop down list, or you can enter a term ending date by entering a date in the format mm/dd/yy. (You can also enter a term ending date when you assign offices to an election. See below.)	When you choose an office from drop down lists in other screens, the term of office will automatically be displayed.
Click [OK] .	<p>This new office is saved and you are returned to the <i>Office Lookup</i> screen.</p> <p>Note: The new office is displayed in the grid.</p>
Click [Close] .	You are returned to the <i>Main Desktop</i> .

Attaching Offices to an Election

Michigan Qualified Voter File - [Election Offices]

File View Reports Sys Admin Data Maint. Window Help

Election Administration Election Offices

Edit New Delete Close Help

County: BERRIEN Jurisdiction: BARODA TOWNSHIP

Election: 03/24/2003 - VILLAGE GENERAL - BARODA

Order	Office	Term	Elected Number
1	VILLAGE CLERK	4 YEAR	1

Election Office Information

OK Cancel Help

Office: [Dropdown Menu]

Order: [Text Box]

Elected Number: [Text Box]

Term Ending Date: [Text Box]

Training Version 1.77

Assigning offices to an election allows you to use the QVF to keep track of what offices are being contested in a particular election. It is also a necessary first step for using the software to track petitions signatures.

Action	Result
From the <i>Election Administration</i> screen click on the election to which you want to attach offices.	The election is highlighted.
Click on the [Offices] button.	The <i>Election Offices</i> screen is displayed with all previously entered offices.
Click on the [New] button.	The <i>Election Office Information</i> screen is displayed.
From the drop down list choose the <u>Office</u> title.	Note: The length of term is present with the office title.

Enter a number in the <u>Order</u> field. <u>Order</u> refers to the position of the office on the ballot. Mayor might be one, city clerk might be two and city council three. This is a required field but it does not check against anything, so accuracy is not critical.	The <i>Candidate Listing</i> report will print the offices in the order specified here.
Enter the <u>Elected Number</u> for this office. Mayor would be one, but you might have five city council seats open. In this case the <u>Elected Number</u> would be five.	This is information the <i>Petitions</i> checking function uses to determine how many of a specific type of petition a person could sign.
<u>Term Ending Date</u> is an optional field where you can enter the date the term will end.	
Click [OK] .	The office is saved and the <i>Election Offices</i> screen is displayed. Note: The office you just created is in the list.
Click [Close] .	You are returned to the <i>Election Administration</i> screen.

Putting Petitions into the QVF

Michigan Qualified Voter File - [Petition Maintenance]

File View Reports Sys Admin Data Maint. Window Help

Election Administration Petition Maintenance

Edit New Delete Close Help

County: BERRIEN Jurisdiction: BARODA TOWNSHIP

Election: 03/24/2003 - VILLAGE GENERAL - BARODA

Issue	Type	Start Date	End Date
▶ MARY SMITH	CANDIDATE	01/01/2003	01/02/2003

Petition Information

OK Cancel Help

Petition Type Office

Candidate/Issue

Start Date End Date

of Signatures Required

Sig's Required: 12 Sig's Collected: 0

Training Version 1.77

You must first enter petitions into the QVF before you can use the system to track petition signatures.

Action	Result
From the <i>Election Administration</i> screen click on the election that the petitions relate to.	The election is highlighted.
Click on the [Petitions] button.	The <i>Petition Maintenance</i> screen is displayed with a list of all previously entered petitions for that election.
Click on the [New] button.	The <i>Petition Information</i> screen is displayed.
Select/enter the following information: Petition Type: Office: Candidate/Issue:	When you choose <u>Candidate</u> for <u>Petition Type</u> , <u>None</u> will fill in the <u>Candidate/Issue</u> field. You need to enter the candidate's name in the Candidate/Issue field. (You should have one petition entered per candidate.)

<p>Continue by entering the following information:</p> <p><u>Start Date</u>: The first date to collect signatures.</p> <p><u>End Date</u>: The last date to collect signatures.</p> <p><u># of Signatures Required</u>: The minimum number of signatures required to qualify for the ballot.</p>	<p>The system will not allow you to enter petition signatures that were collected before the <u>Start Date</u> and after the <u>End Date</u>.</p> <p>The system will keep a running total of petition signatures as you enter them; in each petition entry screen the number of signatures required will appear to compare against.</p>
Click [OK] .	The petition is saved and you are returned to the <i>Petition Maintenance</i> screen.
Click [Close] .	You are returned to the <i>Election Administration</i> screen.

Recording Petition Signatures

Petition Information

Status: ACTIVE

County: BERRIEN Jurisdiction: BARODA TOWNSHIP

Voter Name: JUNIOR T BAGGETT

Address: 1602 HICKORY CREEK DR LOT 42, BARODA MI 49101

DOB: 01/01/1980 Reg. Date: 01/01/2003

No Signature

Petition

Start Date	End Date	Sig's Required	Sig's Collected
01/01/2003	01/02/2003	12	

Date of Signature: Page Signed:

You can use the QVF to track petition signatures; who has signed which petition, and how many signatures have been collected. With version 1.77 the system will now check to ensure that a voter signs only the allowed number of petitions for a particular office. Version 1.77 also has a link to digitized signatures you may have in the QVF, allowing you to actually check signatures on petition sheets against signatures you can have on file. The mass production method is described in a later section. To enter petition signatures from the voter registration screen follow the steps described below.

Action	Result
From the File menu select Voter Registration .	The Voter Registration screen is displayed.
Click [Search].	The Search screen is displayed.
On the Search screen enter your search criteria and click on the [Search] button.	The QVF retrieves a list of names that match the search criteria. If there is only one name that matches the criteria, that voter's Voter Registration screen appears.
If you get a list of names that match the search criteria, double click on the name you want to work with.	The Voter Registration screen is displayed with the complete voter registration information.
In the Voter Registration screen click on the [Petitions] button in the lower right hand corner of the screen.	The Petition Information screen is displayed.

Select the petition you are working with from the drop down list in the <u>Petition</u> field.	<p>The election date and petition type will be displayed along with the candidate/issue name.</p> <p>If a voter has already had a signature recorded for that petition, a check mark will appear next to the election date.</p>
Enter the <u>Date of Signature</u> as either a six or eight digit date.	The signature date must fall between the start and end dates for collecting signatures.
Enter the petition <u>Page Signed</u> . Then check the signature date against the voter's registration date. If the voter signed the petition on or after the registration date click on the [OK] button.	The signature is saved and you are returned to the <i>Voter Registration</i> screen. A check mark has been added next to the petition election date in the <u>Petition</u> drop down and the number tracked in the <u>Sig's Collected</u> field has increased by one.
If you make a mistake and need to remove a petition signature from the QVF simply go into the voter's <i>Petition Information</i> screen, remove the entry for <u>Date of Signature</u> and <u>Page Signed</u> . Click on the [OK] button.	You are returned to the <i>Voter Registration</i> screen, the check mark has been removed from the petition, and the <u>Sig's Collected</u> has decreased by one.

See pages 3-45 and 3-46 for using the mass production method for processing petition signatures.

Putting Candidates into the QVF

Michigan Qualified Voter File - [Candidate Tracking]

File View Reports Sys Admin Data Maint. Window Help

Election Administration Candidate Tracking

Edit New Delete Close Help

County: BERRIEN Jurisdiction: BARODA TOWNSHIP

Election: 03/24/2003 - VILLAGE GENERAL - BARODA

Candidate's Name	Office	Withdrew
JONES, JANE J	VILLAGE PRESIDENT	N

Candidate Information

OK Cancel Help

Last Name First Name Middle Name Suffix

Address City State Zip Code

Phone # Email Address ☐ Incumbent ☐ Elected ☐ Withdrew

Party Office # of Signatures # on Ballot

Filing Method Filing Place Filing Date Filing Fee / Petitions

Campaign Finance # Government Unit Petition Instructions

Training Version 1.77

You can use the QVF to track which candidates are qualified to appear on the ballot.

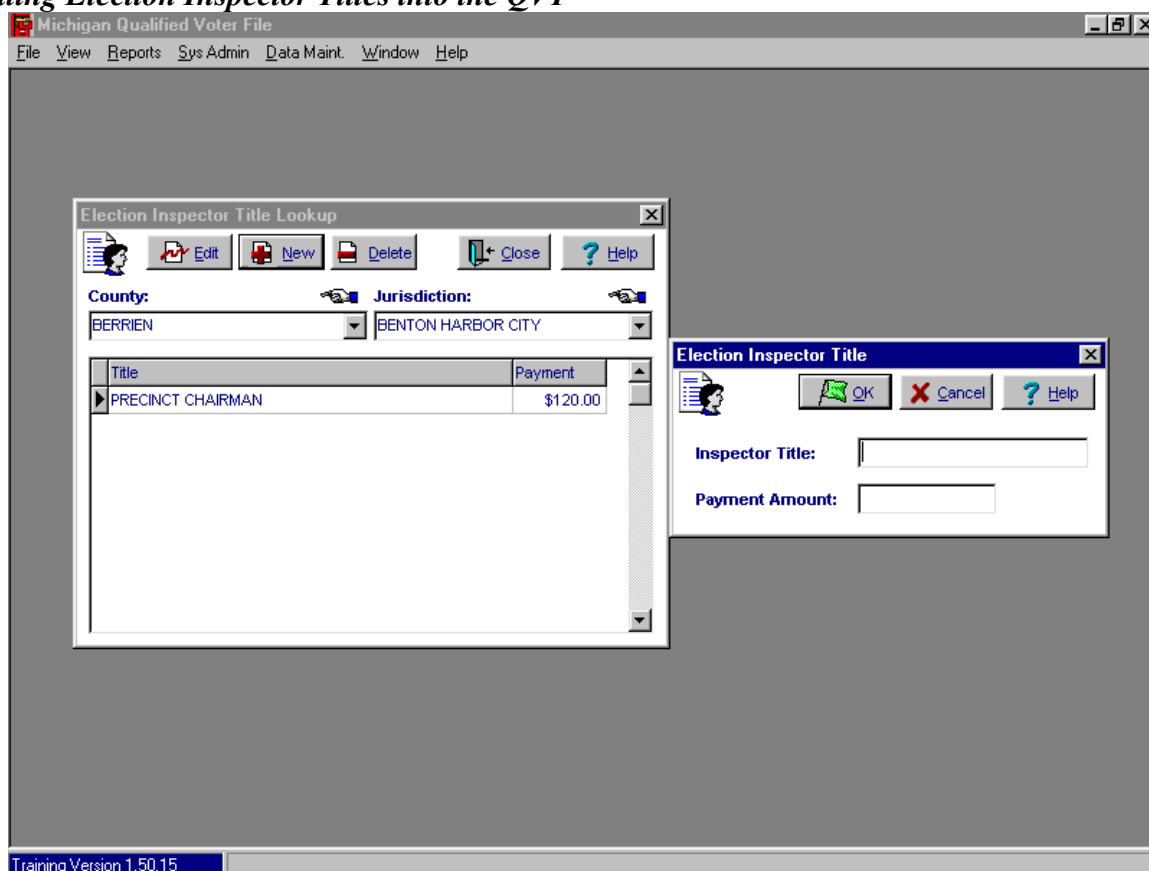
Action	Result
From the <i>Election Administration</i> screen click on the election your candidates are running in.	The election is highlighted.
Click on the [Candidates] button.	The <i>Candidate Tracking</i> screen is displayed with a list of all your previously entered candidates.
In the <i>Candidate Tracking</i> screen click on the [New] button.	The <i>Candidate Information</i> screen is displayed.

<p>Enter/select the following information:</p> <p><u>Last Name</u>:</p> <p><u>First Name</u>:</p> <p><u>Middle Name</u>:</p> <p><u>Address</u>:</p> <p><u>City</u>:</p> <p><u>State</u>:</p> <p><u>Zip Code</u>:</p> <p><u>Party</u>:</p> <p><u>Office</u>:</p> <p><u>Filing Method</u>:</p> <p><u>Filing Date</u>:</p>	<p>Note: Be sure that all required fields are filled in.</p>
<p>The remaining fields on the <i>Candidate Information</i> screen are optional. Enter whatever information needs to be stored.</p>	<p>The <u>Elected</u> field allows you to track which candidates were elected. This can be done after the election, and allows you to run a report based on who won.</p> <p><u># on Ballot</u> refers to the candidates placement on the ballot.</p> <p>The <u>Withdrew</u> check box allows you to run the Candidate Listing Report either with or without candidates who have withdrawn.</p>
<p>Click [OK].</p>	<p>The candidate is saved and you are returned to the <i>Candidate Tracking</i> screen.</p> <p>Note: The candidate you just created is displayed in the list of candidates.</p>
<p>Click [Close].</p>	<p>You are returned to the <i>Election Administration</i> screen.</p>

Candidate Listing Report

The ***Candidate Listing*** is a report that contains a list of candidates and candidate information for a particular election. This report is based on information entered in the ***Candidates*** portion of the ***Election Administration*** screen.

Action	Results
From the <i>Reports</i> menu, click on <i>Candidate Listing</i> .	The <i>Candidate Listing</i> screen is displayed.
Ensure the <u>C</u> ounty and <u>J</u> urisdiction are correct. Then choose from the drop down list the <u>E</u> lection for which you want the report.	
If you want to run the report for candidates who filed after a certain date, put that date in the <u>F</u> iling <u>D</u> ate field.	The report will only include candidates with filing dates after the date specified.
If you want to run the report based only on candidates elected in a particular election (for historical purposes), place a check mark in the <u>E</u> lected <u>C</u> andidates <u>O</u> nly check box.	Only candidates who won their race will appear on the report. (For this feature to work, you must go into the <i>Candidate Information</i> screen and show which candidates were elected.)
Move the radio button in the <u>W</u> ithdrew box to <u>Y</u> es, <u>N</u> o, or <u>D</u> oesn't matter.	Choosing <u>Y</u> es will yield a report of just candidates who withdrew. Choosing <u>N</u> o will yield a report excluding candidates who withdrew. Choosing <u>D</u> oesn't matter will produce a report including everyone who filed.
Choose <u>P</u> rint <u>N</u> ow or <u>P</u> rint <u>L</u> ater and click on the [OK] button.	The report will start printing immediately or will be sent to the <i>Local Report Queue</i> and you are returned to the <i>QVF Main Desktop</i> .

Putting Election Inspector Titles into the QVF

Entering your jurisdiction's election inspector titles is the first step in using the QVF's election inspector module.

Action	Result
From the <i>Data Maint.</i> menu select <i>Election Inspector Title Lookup</i> .	The <i>Election Inspector Title Lookup</i> screen is displayed.
Click on the [New] button at the top of the screen.	The <i>Election Inspector Title</i> screen is displayed.
Enter the <u>Inspector Title</u> and <u>Payment Amount</u> .	If you do not enter a decimal and 00 in the <u>Payment Amount</u> field, the system will add them when you save.
Click on the [OK] button.	The new title is saved and you are returned to the <i>Election Inspector Title Lookup</i> screen. Note: The new title is displayed on the grid.
Click [Close].	You are returned to the <i>QVF Main Desktop</i> .

Identifying Election Inspector Applicants

Michigan Qualified Voter File - [Voter Registration]

File View Reports Sys Admin Data Maint Window Help

Local Inspector

☒ Active

School District: BENTON HARBOR AREA SCHOOLS

Last Name: JENNINGS Address: 510 PAW PAW AVE

First Name: WILLIAM City: BENTON HARBOR MI 49022

Middle Name: G Suffix:

Party: Title:

Payment Amount: SSH:

Vendor ID: Phone Number:

Comments:

Training: AV, ELECTRONIC, MECHANICAL, OPTICAL SCAN, PAPER, PUNCH CARD

Gender: M

Petitions

Training Version 1.50.15

You must first create a list of voters who are available and qualified to be assigned as election inspectors. The QVF divides election inspectors into two categories; **Local Inspectors** and **Out County Inspectors**. **Local Inspectors** are voters who live in your jurisdiction. To qualify a voter as a **Local Inspector** use the following instructions.

Action	Result
Bring up an individual's record by performing a Voter Search .	The individual's voter registration screen appears.
Click on the [Inspector] button in the upper left corner of the screen.	The Local Inspector screen is displayed. This screen contains the voter's name, address and school district.
At the top center of the screen is an <u>Active</u> check box. This box defaults to being checked.	The election inspector is either active or inactive depending on if the <u>Active</u> box is checked.
Select a political party from the <u>Party</u> drop down list.	

From the <u>Title</u> drop down list, select an Election Inspector Title.	Note: The <u>Payment Amount</u> field automatically populates according to the title selected.
The <u>Social Security Number</u> , <u>Vendor ID</u> , <u>Phone Number</u> , and <u>Comments</u> fields are optional. If you enter information in these fields, the information will print on some reports.	
In the <u>Training Dates</u> field, enter the dates of the person's training on specific election equipment. Enter dates as six or eight digit numbers, mmddyy or mmddyyyy.	
Click [OK] .	The election inspector information is saved and you are returned to the <i>Voter Registration</i> screen.

Creating Out County Election Inspectors

Michigan Qualified Voter File - [Inspector Lookup]

File View Reports Sys Admin Data Maint Window Help

County: **BERRIEN** Jurisdiction: **BENTON HARBOR CITY**

Full Name	Type	Active
ANDERSON, ANTONIO DAWN	LOCAL	ACTIVE
BAGGETT, JUNIOR T	LOCAL	ACTIVE
JENNINGS, WILLIAM G		
SMITH, JOHN XAVIER		

Out County Inspector

☒ Active

School District: [Dropdown]

Last Name: [Text] Address: [Text]

First Name: [Text]

Middle Name: [Text] Suffix: [Text]

Party: [Dropdown] Title: [Dropdown]

Payment Amount: [Text]

SSN: [Text]

Vendor ID: [Text]

Phone Number: [Text]

Comments: [Text]

Training	Date
AV	
ELECTRONIC	
MECHANICAL	
OPTICAL SCAN	
PAPER	
PUNCH CARD	

Training Version 1.50.15

Out County Inspectors are voters who live outside of your jurisdiction. Because the QVF is basically a storage system for these inspectors, there is no tie to voter records. Therefore, the following considerations need to be taken into account:

1. The QVF software will not enforce election law in the area of **Out County Election Inspectors**. It is up to the clerk to determine a person's eligibility to be an election inspector.
2. The QVF software does not automatically update the records of **Out County Election Inspectors**. Information entered for inspectors will remain till manually changed.
3. The election inspector module can be used for all elections including school elections.
4. A voter can be both a **Local Election Inspector** and an **Out County Election Inspector**.

To enter an **Out County Inspector** into the QVF use the following instructions.

Action	Result
From Data Maint in the menu bar, click on Election Inspector Lookup .	The Inspector Lookup screen is displayed.
Ensure that the <u>County</u> and <u>Jurisdiction</u> are correct.	
At the top of the screen, click on the [New] button.	The Out County Inspector screen appears.

The <u>Active</u> box at the top of the screen defaults to being checked.	The voter will be listed as an active Election Inspector.
Choose what <u>School District</u> the voter lives in from the drop down list.	
Enter <u>Last Name</u> , <u>First Name</u> and <u>Address</u> .	These are required fields.
<u>Middle Name</u> and <u>Suffix</u> are optional fields.	
Choose <u>Party</u> and <u>Title</u> from the drop down lists.	When you choose <u>Title</u> , the <u>Payment Amount</u> will fill in automatically.
<u>SSN</u> , <u>Vendor ID</u> , <u>Phone Number</u> and <u>Comments</u> are optional items that will print on some reports.	
Enter a <u>Training Date</u> next to the type of training the inspector received.	
Click on the [OK] button.	The election inspector information is saved and the <i>Out County Inspector</i> screen closes.

Using the Inspector Lookup Screen

Full Name	Type	Active
ANDERSON, ANTONIO DAWN	LOCAL	ACTIVE
APPLE, NORMAN B	OUT COUNTY	ACTIVE
BAGGETT, JUNIOR T	LOCAL	ACTIVE
JENNINGS, WILLIAM G	LOCAL	ACTIVE
SMITH, JOHN XAVIER	LOCAL	ACTIVE

Training Version 1.50.15

The **Inspector Lookup** screen is used as a tool to manage your list of election inspectors. You are able to print mailing labels, view inspector history and edit and delete inspectors from this screen.

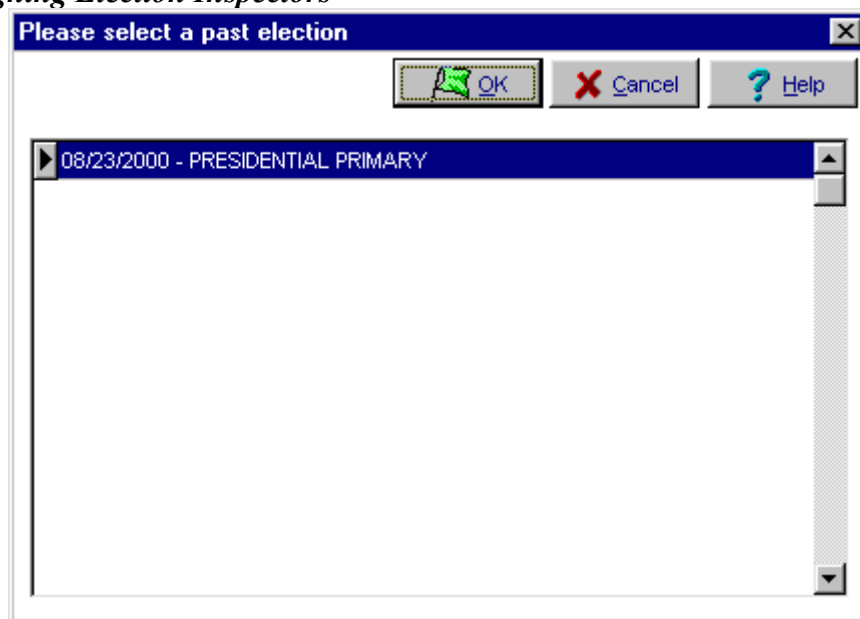
Action	Result
Under Data Maint in the menu bar choose Election Inspector Lookup .	The Inspector Lookup screen is displayed.
Check boxes on the right side of the screen determine what names appear in the grid of election inspector names. Your choices are <u>Active</u> or <u>InActive</u> , and <u>Local</u> or <u>Out County</u> .	You are able to choose any, or all four of these options.
If <u>Active</u> is checked:	You will see the names of inspectors who are available for assignment.
If <u>InActive</u> is checked:	You will see the names of election inspectors who do not have the <u>Active</u> box checked in their Out County Inspector or Local Inspector screen.
If <u>Local</u> is checked:	You will see the names of inspectors who reside in your jurisdiction.

If <u>Out County</u> is checked:	You will see the names of inspectors who live outside of your jurisdiction.
You can edit the information for any of your election inspectors or make an inspector active or inactive by highlighting a name in the grid and clicking on the [Edit] button.	The individuals <i>Out County Inspector</i> or <i>Local Inspector</i> screen is displayed.
Make any changes to the information displayed and click on the [OK] button.	The changes are saved and the <i>Out County Inspector</i> or <i>Local Inspector</i> screen closes.
You can delete a voter as an election inspector, and erase all election inspector information by highlighting a name and clicking on the [Delete] button.	A <i>Message</i> screen appears “Delete the selected item?”
Click on the [Yes] button.	The voter’s name is removed from the list of election inspectors, and all information is erased from the <i>Out County</i> or <i>Local Inspector</i> screen.
The [New] button allows you to enter election inspectors who do not live in your jurisdiction.	See section above, <i>Creating Out County Election Inspectors.</i>
Highlight a name and click on the [Open Voter] button to see the voter registration screen of <i>Local Inspectors.</i>	That voter’s registration screen is displayed.
Highlight a name and click on the [History] button to view details of where and in what elections that inspector has previously worked.	The <i>Election Inspector Work History</i> screen is displayed.
Highlight a name and click on the [Label] button to print a mailing label for the inspector.	The <i>Mailing Labels</i> screen is displayed.
In the <i>Mailing Labels</i> screen, if you choose <u>Print Now</u> :	A single mailing label will print immediately.
In the <i>Mailing Labels</i> screen, if you choose <u>Print Later</u> :	The labels will batch as a single job in the <i>Local Report Queue.</i>
When you are finished in the <i>Inspector Lookup</i> screen, click on the [Close] button.	You are returned to the <i>QVF Main Desktop.</i>

Select the precinct or counting board you want to assign inspectors to. You will use school precincts for school elections and village precincts for village elections.	<p>A list of active inspectors is displayed.</p> <p>Names that have a black check mark in the far left column are inspectors assigned in this precinct. Names that have a blue check mark in the second column from the left have been assigned as inspectors in other precincts.</p>
Check boxes in the lower left corner of the screen determine what names you will see in the grid, those <u>Assigned to Precinct</u> (or counting board), and those <u>Unassigned to Precinct</u> (or counting board).	Both check boxes default to being checked.
The <u>Action</u> box in the upper right part of the screen allow you to either <u>Assign</u> or <u>Unassign</u> inspectors. To assign inspectors have the radio button next to <u>Assign</u> .	
You can assign election inspectors in three ways. You can use the mouse by double clicking on a name.	A black check mark appears in the far left column. The inspector's name changes to bold type face. The <u>Note</u> , <u>Title</u> and <u>Payment (\$)</u> fields are enabled. The [Clear] and [Save] buttons are enabled.
You can use the space bar on the keyboard. First click into the grid and use the Up and Down Arrows on the keyboard to highlight a name. Then hit the Space Bar to put a check mark next to a highlighted name.	A black check mark appears in the far left column. The inspector's name changes to bold type face. The <u>Note</u> , <u>Title</u> and <u>Payment (\$)</u> fields are enabled. The [Clear] and [Save] buttons are enabled.
You can scan a bar code. (First make sure the cursor is in the <u>Voter ID/Name</u> field.)	A black check mark appears in the far left column. The inspector's name changes to bold type face. The <u>Note</u> , <u>Title</u> and <u>Payment (\$)</u> fields are enabled. The [Clear] and [Save] buttons are enabled.
Before or after saving your changes you can enter a <u>Note</u> for an inspector from the drop down list.	A note that the inspector was <u>Excused</u> , <u>Unexcused</u> , or <u>Declined</u> work is made in Election Inspector History.
Before or after saving your changes you can enter a temporary change to an inspector's <u>Title</u> or <u>Payment (\$)</u> .	This new information prints on reports, but no permanent change is made to the Election Inspector Information for past elections.
Click on [Save] .	The election inspector assignment is saved, and names revert to regular type face. The [Save] and [Clear] buttons are disabled. The [Credentials] button becomes enabled.

Click on [Clear] to erase all changes made since you last saved.	The counter in the lower right corner of the screen, which tracks the number of changes since you last saved, goes back to 0.
If you want to view a Local Inspector's registration, click on the [Open Voter] button.	The inspector's <i>Voter Registration</i> screen is displayed.
If you want to print Election Inspector Credentials for a single inspector, highlight a name and click on the [Credentials] button.	The <i>Election Inspector Appointment Credential</i> screen is displayed. (See below for instruction on how to use this screen.)

Auto Assigning Election Inspectors



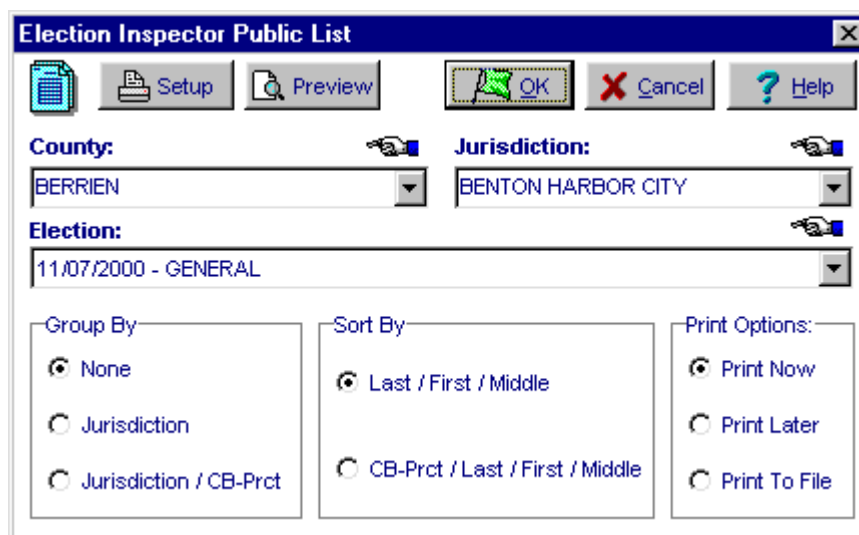
The [Auto Assign] button allows you to re-assign inspectors to the precinct or counting board they worked at previously. The system classifies elections by type; Village, School, or Jurisdiction.	The system will auto assign by type of election. The inspectors you used in a previous school election can be assigned to future school elections. The inspectors you used in a previous jurisdiction election can be assigned to future jurisdiction elections.
Once you have assigned election inspectors the first time, you can use the auto assign function to assign inspectors for the same election type. You do this by first choosing the precinct or counting board you want to assign inspectors to, then click on the [Auto Assign] button.	The <i>Please select a past election</i> screen is displayed. This screen will contain a list of past elections of a similar type which had inspectors assigned.

Highlight the election you want to use as a template for the assignment of election inspectors, then click on the [OK] button.	The system checks who worked in that election and precinct/counting board previously and assigns them to the same precinct/counting board for the current election.
Click on the [Save] button.	Your changes are saved.
Repeat this process for the remaining precincts or counting boards. Then click on [Close] .	You are brought back to the <i>Election Administration</i> screen.
Click on [Close] .	You are returned to the <i>QVF Main Desktop</i> .

Pre-Assignment Lists

The ***Pre-Assignment List*** will produce a complete list of all inspectors who are qualified to work a certain election. The list includes the inspectors' bar coded voter ID number and phone number, as well as title, training type and date, party affiliation and which precinct they worked in the last election. Counties can run a list for the entire county which will include voters listed as Out County Inspectors.

Action	Result
Under <i>Reports</i> go to <i>Election Inspector</i> and click on <i>Pre-Assignment List</i> .	The <i>Election Inspector Pre-Assignment List</i> screen is displayed.
Ensure that the <u>County</u> and <u>Jurisdiction</u> are correct, then choose from the drop down list the <u>Election</u> that you want to assign inspectors to.	
Under <u>Group By</u> choose from <u>None</u> , <u>Jurisdiction</u> or <u>School District</u> .	Your report will print names in alphabetical order or sorted by jurisdiction or school district then alphabetical order.
For <u>Print Options</u> choose <u>Print Now</u> or <u>Print Later</u> and click on the [OK] button.	The report will either start printing immediately or will be sent to the <i>Local Report Queue</i> and you are returned to the <i>QVF Main Desktop</i> .

Public Lists


Election Inspector Public List

Setup Preview OK Cancel Help

County: BERRIEN

Jurisdiction: BENTON HARBOR CITY

Election: 11/07/2000 - GENERAL

Group By:

- ☒ None
- ☐ Jurisdiction
- ☐ Jurisdiction / CB-Prct

Sort By:

- ☒ Last / First / Middle
- ☐ CB-Prct / Last / First / Middle

Print Options:

- ☒ Print Now
- ☐ Print Later
- ☐ Print To File

Public Lists contain information regarding who is assigned to each precinct and counting board, their political party affiliation and their Election Inspector Title.

Action	Result
Under Reports go to Election Inspector and click on Public List .	The Election Inspector Public List screen is displayed.
Ensure that the <u>County</u> and <u>Jurisdiction</u> are correct, then choose from the drop down list the <u>Election</u> that you want to assign inspectors to.	
Under <u>Group By</u> choose from <u>None</u> , <u>Jurisdiction</u> or <u>Jurisdiction/CB-Prct</u> .	Your report will print names grouped as specified.
Under <u>Sort By</u> choose either <u>Last/First/Middle</u> , or <u>CB-Prct/Last/First/Middle</u> .	Within your groups, the names will print in the order specified, either alphabetically or by precinct and alphabetically.
For <u>Print Options</u> choose <u>Print Now</u> or <u>Print Later</u> and click on the [OK] button.	The report will either start printing immediately or will be sent to the Local Report Queue and you are returned to the QVF Main Desktop .

Internal Lists

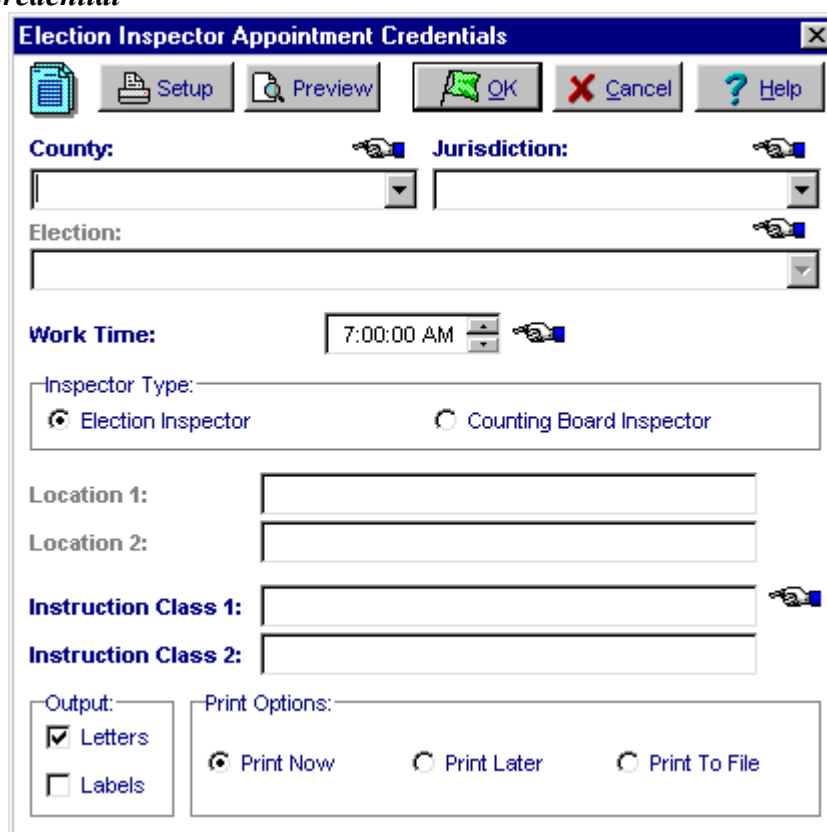
The ***Internal List*** is based on Election Inspectors assigned for a particular election. This list contains some information that is of a personal nature, and should not be released to the public. This list will include Name, Address, Phone Number, Title, Party, Assigned Precinct or Counting Board, Note and Amount Paid.

Action	Result
Under <i>Reports</i> go to <i>Election Inspector</i> and click on <i>Internal List</i> .	The <i>Election Inspector Internal List</i> screen is displayed.
Ensure that the <u>County</u> and <u>Jurisdiction</u> are correct, then choose from the drop down list the <u>Election</u> that you want to assign inspectors to.	
Under <u>Group By</u> choose from <u>None</u> , <u>Jurisdiction</u> or <u>Jurisdiction/CB-Prct</u> .	Your report will print names grouped as specified.
Under <u>Sort By</u> choose either <u>Last/First/Middle</u> , or <u>CB-Prct/Last/First/Middle</u> .	Within your groups, the names will print in the order specified, either alphabetically or by precinct and alphabetically.
For <u>Print Options</u> choose <u>Print Now</u> or <u>Print Later</u> and click on the [OK] button.	The report will either start printing immediately or will be sent to the <i>Local Report Queue</i> and you are returned to the <i>QVF Main Desktop</i> .

Payroll Lists

Among other information on the **Payroll List** is the election inspector's social security number if it is entered in the **Local or Out County Inspector** information screen, and the amount inspectors should be paid based on a day rate entered in the **Election Inspector Title Lookup** screen. This screen does no calculations, so if you entered an hourly rate in the **Election Inspector Title Lookup**, the multiplication must be done manually. This report will also contain Name, Address, Phone Number, Vendor Number, and Assigned Precinct or Counting Board.

Action	Result
Under Reports go to Election Inspector and click on Payroll List .	The Election Inspector Payroll List screen is displayed.
Ensure that the <u>County</u> and <u>Jurisdiction</u> are correct, then choose from the drop down list the <u>Election</u> that you want to assign inspectors to.	
You can specify <u>Optional Data</u> by using the check boxes for <u>Phone #</u> , <u>Vendor #</u> , and <u>SSN</u> .	The optional data selected will print on the report.
Under <u>Group By</u> choose from <u>None</u> , <u>Jurisdiction</u> or <u>Jurisdiction/CB-Prct</u> .	Your report will print names grouped as specified.
Under <u>Sort By</u> choose either <u>Last/First/Middle</u> , or <u>CB-Prct/Last/First/Middle</u> .	Within your groups, the names will print in the order specified, either alphabetically or by precinct and alphabetically.
For <u>Print Options</u> choose <u>Print Now</u> or <u>Print Later</u> and click on the [OK] button.	The report will either start printing immediately or will be sent to the Local Report Queue and you are returned to the QVF Main Desktop .

Appointment/Credential


Election Inspector Appointment Credentials

Setup
 Preview
 OK
 Cancel
 Help

County:
Jurisdiction:

Election:

Work Time: 7:00:00 AM

Inspector Type:
☒ Election Inspector
 ☐ Counting Board Inspector

Location 1:

Location 2:

Instruction Class 1:

Instruction Class 2:

Output:
☒ Letters
 ☐ Labels

Print Options:
☒ Print Now
 ☐ Print Later
 ☐ Print To File

The *Appointment/Credential* is a form letter you can send to voters who have been appointed as election inspectors for a particular election. Different letters can be generated for precinct inspectors, or for inspectors assigned to AV counting boards. There are entry fields where you can enter information on training dates and times and what time inspectors should appear at their assigned location for work. You can also generate mailing labels for assigned inspectors from this screen. An appointment credential is also available, only to the city of Detroit, that prints individual inspector information on a pre-printed form.

Action	Result
Under <i>Reports</i> go to <i>Election Inspector</i> and click on <i>Appointment/Credential</i> .	The <i>Election Inspector Appointment Credentials</i> screen is displayed.
Ensure that the <u>County</u> and <u>Jurisdiction</u> are correct, then choose from the drop down list the <u>Election</u> for which you have assigned inspectors.	
In the <u>Work Time</u> field, enter the time you want election inspectors to report to their assigned precincts or counting boards for work.	<p>The time entered will appear in the letter.</p> <p>7:00 am defaults in this field, but you can change it to what ever you want. You can use the arrows on the field, or you can click on the number you want to change and over type a part of the field.</p>

In the <u>Inspector Type</u> box choose either <u>Election Inspector</u> or <u>Counting Board Inspector</u> .	The letter generated will be specific to either election inspectors or counting board inspectors.
If you choose <u>Counting Board Inspector</u> in the <u>Inspector Type</u> box:	The <u>Location 1</u> and <u>Location 2</u> fields become enabled.
You can enter information in the <u>Location 1</u> and <u>Location 2</u> fields that detail where the counting boards will be working.	The location information will print in two places on the form letter. This field will take up to about 70 characters.
If you choose <u>Election Inspector</u> in the <u>Inspector Type</u> box, the <u>Location 1</u> and <u>Location 2</u> fields are not enabled. You can go directly to the <u>Instruction Class</u> fields.	
Enter information about training in the <u>Instruction Class 1</u> field. (The form letter reads, "An instruction class on the precinct board's duties will be held on:" Entries in the <u>Instructional Class 1 and 2</u> fields complete this information.)	Enter anything you like regarding date, time, and place, or other information you want to convey. This field will take up to about 70 characters.
Press the Tab key.	The cursor moves to the <u>Instruction Class 2</u> field.
Enter information about training in the <u>Instruction Class 2</u> field.	Enter anything you like regarding date, time, and place, or other information you want to convey. This field will take up to about 70 characters. On the form letter, the information entered in <u>Instruction Class 2</u> appears directly beneath the information entered in the <u>Instruction Class 1</u> field.
In the <u>Output</u> box choose either or both <u>Letters</u> and <u>Labels</u> by placing check marks next to the items you want printed.	You will print appointment letters, mailing labels or both.
From <u>Print Options</u> , choose <u>Print Now</u> , <u>Print Later</u> or <u>Print to File</u> . Then click on the [OK] button.	Your letters or labels will either start printing immediately or be sent to the <i>Local Report Queue</i> and you are returned to the <i>QVF Main Desktop</i> .

Keeping an Equipment Inventory

Equipment Inventory [EQP001]

County: ALCONA Jurisdiction: ALCONA TOWNSHIP

Ward/Precinct: 00001 # of Registered Voters in Precinct: 887

Equipment Type	Serial Number	Software

Quantity of Equipment Types:

Automatic Voting Machines: 0

Direct Electronic Voting Machines: 0

Optical Scan Machines: 0

Paper: 0

Printer Automatic Voting Machines: 0

Punch Card Devices: 0

Shoup Voting Machines: 0

The ***Equipment Inventory*** screen allows you to keep track of what election equipment is assigned to what precinct, and to balance the amount of equipment with the number of voters in each precinct.

Action	Result
From the <i>File</i> menu select <i>Equipment Inventory</i> .	The <i>Equipment Inventory</i> screen is displayed.
From the <u>Ward/Precinct</u> drop down list, select a precinct.	An inventory list for the ward/precinct is displayed. The number of registered voters in the ward/precinct is calculated and displayed.
Click [New].	The <i>Equipment Information</i> screen is displayed.
Select the <u>Equipment Type</u> .	

You may also enter a <u>Serial Number</u> for the equipment and a <u>Software</u> version or type.	The serial numbers will print on the Inventory report. Serial numbers and software information will appear on the <i>Equipment Inventory</i> screen.
Click [OK] .	The <i>Equipment Inventory</i> screen is displayed with the new information you entered.
If you want to print a complete Inventory report, click on the [Print] button.	The <i>Election Equipment Report</i> screen is displayed.
On the <i>Election Equipment Report</i> screen choose <u>Print Now</u> , <u>Print Later</u> or <u>Print to File</u> then click on the [OK] button.	The report will either start printing or be sent to the <i>Local Report Queue</i> . You are then returned to the <i>Equipment Inventory</i> screen.
Click [Close] .	The <i>Main Desktop</i> screen is displayed.

Producing Precinct Lists

QVF Precinct Lists are the lists of eligible voters that are used at the polls on election day. You can print precinct lists in several different formats, and on two sizes of paper. An asterisk will appear on the list next to the name of each first time (as far as the QVF is concerned) voter. The names of AV voters will be underlined and will appear in italics. For voters with a “V” or “Ch” status code, a corresponding number will also appear on the list that details the reason for the status code.

Action	Result
Under Reports in the menu bar select Precinct List .	The Precinct List screen appears.
Ensure that the <u>County</u> and <u>Jurisdiction</u> are correct, then from the drop down list choose the <u>Election</u> that you want to run the list for.	The lower left part of the screen will display tabs appropriate to the election: <u>Ward/Precincts</u> , <u>Districts</u> , <u>Schools</u> or <u>Villages</u> .
All of the precincts appearing in the Ward/Precinct tab will be highlighted. The <u>Select</u> box to the right allows you to highlight all of the precincts by clicking on the [All] button, or none of the precincts by clicking on the [None] button	Depending on if you clicked on the [All] or [None] button, either all or none of the precinct numbers are highlighted. If you want to print a single precinct, you can click on a single precinct number to highlight one precinct.

Beneath the <u>Select</u> box there is a box labeled <u>Wards</u> . If you have wards, this can be used to run precinct lists for individual wards. Click on a ward.	The ward number is highlighted. At the same time all of the precincts in that ward are highlighted in the <u>Ward/Precincts</u> box to the left.
If you want to run a precinct list for a particular district, click on the <i>Districts</i> tab.	The <i>Districts</i> tab is displayed.
From the drop down list choose the district type for which you want to run the precinct list.	The districts available are displayed.
If you have more than one district available, highlight one.	The precinct list will run based on the districts specified.
In the center, on the right side of the screen there is the <u>Group By</u> box. This allows you to choose if you want your list alphabetical by precinct, district or district and precinct.	
Beneath the <u>Group By</u> box is the <u>Report Options</u> box. This is where you can choose what information will appear on the precinct list and in what format the list will print. Place a check mark next to <u>Bar Codes</u> (if there is not one there already).	The drop down list to the right is enabled allowing you to choose printing the bar codes on the left or right side of the page.
Choose if you want to have a <u>Page Break on Last Name Character Change</u> , and if you want to <u>Show the School District</u> name on the precinct list.	
The default format for the precinct list remains the 8.5 x 14 in. paper with 13 names per page. To print the precinct list on 8.5 x 11 in. paper, place a check mark next to Compressed.	The drop down list to the right is enabled allowing you to choose the 20 or 26 names per page options.
In the lower right corner of the screen you have your <u>Print Options</u> . If you choose <u>Print Now</u> and click on the [OK] button:	The precinct list will start printing immediately.
If you choose <u>Print Later</u> and click on the [OK] button:	The precinct list is sent to the <i>Local Report Queue</i> for printing when you choose.
If you choose <u>Print to Files</u> and click on the [OK] button:	The <i>Save Multiple Report Files To a Folder</i> screen appears. This will save the precinct list to the C drive or the A drive.
If you choose <u>Print to Zip/Disk</u> and click on the [OK] button:	The <i>Write QVF Data To Zip Diskette(s)</i> screen appears. This will load the precinct list in zipped format onto floppy disks.
If you need a key to the code numbers that will print in the Notes column on the Precinct List click on the [Notes] button.	The <i>Precinct List Notes</i> screen is displayed.
Enter the number of <u>Copies</u> to be printed and the <u>Print Options</u> . Then click the [OK] button.	The Notes key will print or be sent to the <i>Local Report Queue</i> .

AV Counting Boards

The AV Counting Board feature allows you to sort your AV ballots into groups that can then be given to multiple AV boards for processing. Ballots can be sorted by precinct, or by one of several districts. AV counting boards are treated as separate precincts for the purposes of assigning election inspectors, running election inspector lists and reports, and AV lists and reports. When ballots are assigned to a counting board, the counting board number will print on the AV ballot mailing label.

Setting Up the AV Counting Board

Michigan Qualified Voter File - [Counting Boards]

File View Reports Sys Admin Data Maint. Window Help

Save Auto Setup Reassign Ballots Close Help

County: BERRIEN Jurisdiction: BENTON HARBOR CITY

Election: 11/07/2000 - GENERAL

Counting Boards:

Association: WARD/PRECINCT

Name	Ballots	Percent
*		

Unassigned 23 100.00 %
Total: 23 100.00 %
 + Associated with a precinct/district

Edit New Delete

Ballot Breakdown:

Group By:

Precinct/District	Ballots	Percent

Counting Board

Counting Board Name:

Associated Precincts/Districts:

01001
02001
03001
04001

Select
All
None

0 Selected

Total: 0 100.00 %
☐ Include Assigned Ballots

Test Version 1.57.12

Action	Result
Under File in the menu bar click on Election Administration .	The Election Administration screen is displayed containing a grid with all the elections in the system.
Highlight the proper election. Then on the right side of the Election Administration screen click on the [Counting Boards] button.	The Counting Boards screen is displayed. If you have already issued ballots, there will be a <u>Total</u> and number of <u>Unassigned</u> ballots in the lower left corner of the screen.

In the <u>Counting Boards</u> box on the left side of the screen, choose an <u>Association</u> from the drop down list. The counting board can be set up based on either precincts, or one of several districts.	
At the bottom left of the Counting Boards screen click on the [New] button.	The Counting Board screen appears.
On the Counting Board screen enter a name in the <u>Counting Board Name</u> field. The field will accept up to six alpha and/or numeric characters.	The counting board name is established.
Highlight the number of the precincts or districts you want attached to this counting board. (You can highlight more than one item by holding down the Control key on the keyboard, then clicking on the other numbers.) Then click on the [OK] button.	The Counting Board screen disappears and the counting board name appears in the grid on the left side of the Counting Boards screen.
Set up a second counting board by clicking on the [New] button on <i>the Counting Boards</i> screen and repeating the above procedure.	A second AV counting board is created.
When all of the precincts or districts have been assigned to a counting board, click on the [Save] button on the Counting Boards screen.	Your counting boards are established. If you do not assign all of the precincts or districts to a counting board, the message screen “You have not defined an association for all Ward/Precincts (or Districts) Save changes anyway?” will appear.
Click on the [Yes] button to save the changes. Click on [No] to continue assigning precincts or districts to a counting board.	You should associate all of the precincts or districts prior to assigning ballots to the counting boards.

Assigning Election Inspectors to AV Counting Boards

Michigan Qualified Voter File - [Assignment of Election Inspectors]

File View Reports Sys Admin Data Maint. Window Help

Save Clear Auto Assign Open Voter Close Help

County: BERRIEN Jurisdiction: BENTON HARBOR CITY
 Election: 03/24/2001 - SPECIAL - MILLAGE Counting Board: AVCB 1

Voter ID / Name: Find/Mark Credentials

	ST	Voter ID	Inspector Name	Party	Note	Title	Payment
			APPLE, NORMAN B	REP		PRECINCT CHAIRMAN	\$120.00
✓	A		CAMPBELL, JANICE JR	DEM		PRECINCT CHAIRMAN	\$120.00
	A		COLFAX, RANDOLF	IND		PRECINCT COOKIE MAKE	\$75.00
	A	J123124312412	JENNINGS, WILLIAM G	DEM		PRECINCT CHAIRMAN	\$120.00
			WILLIAMS, WILLIE T	IND		PRECINCT SCUT	\$5.55

☒ Show Assigned - This CB (1) ☒ Show Assigned - Another CB (0)
☒ Show Unassigned - This CB (4)

Total: 5 Changed: 0

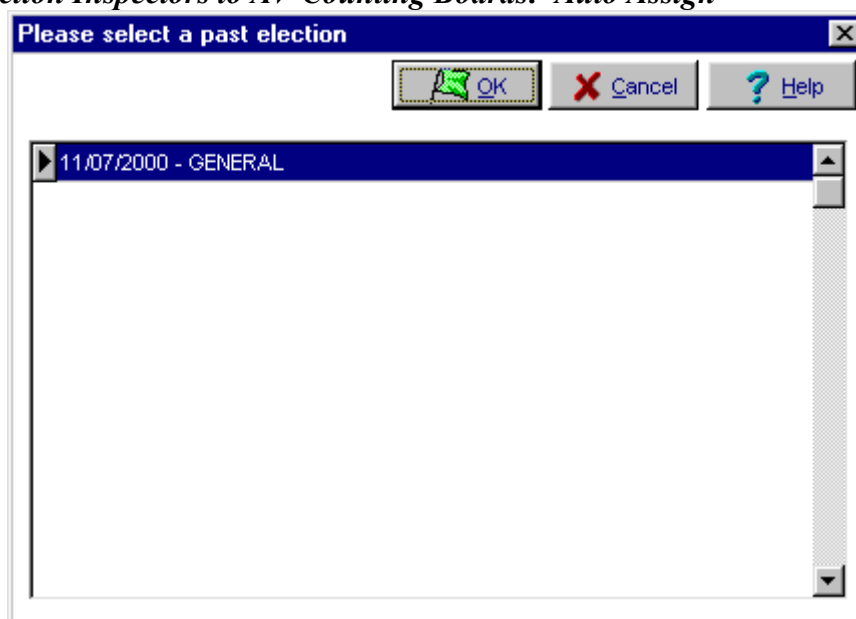
Test Version 1.57.12

Action:
☒ Assign
☐ Unassign
 Note: None
 Title: MORNING
 Payment (\$): \$120.00

At this time, an election inspector appointment credential is not available for AV counting board members.

Action	Result
From File in the menu bar click on Election Administration .	The Election Administration screen is displayed.
From the Election Administration screen click on the election you want to assign election inspectors to.	The election is highlighted.
Click on the [Inspectors] button.	The Assignment of Election Inspectors screen is displayed.
Select <u>Counting Board</u> from the field beneath Jurisdiction on the right side of the screen. Then select the counting board you want to assign inspectors to in the field to the right.	A list of active inspectors is displayed. Names that have a black check mark in the far left column are inspectors assigned in this counting board. Names that have a blue check mark in the second column from the left have been assigned as inspectors to other counting boards.

Check boxes in the lower left corner of the screen determine what names you will see in the grid, those <u>Assigned this CB</u> , and those <u>Unassigned this CB</u> .	Both check boxes default to being checked.
The <u>Action</u> box in the upper right part of the screen allow you to either <u>Assign</u> or <u>Unassign</u> inspectors. To assign inspectors have the radio button next to <u>Assign</u> .	
You can assign election inspectors in three ways. You can use the mouse by double clicking on a name.	A black check mark appears in the far left column. The inspector's name changes to bold type face. The <u>Note</u> , <u>Title</u> and <u>Payment (\$)</u> fields are enabled. The [Clear] and [Save] buttons are enabled.
You can use the space bar on the keyboard. First click into the grid and use the Up and Down Arrows on the keyboard to highlight a name. Then hit the Space Bar to put a check mark next to a highlighted name.	A black check mark appears in the far left column. The inspector's name changes to bold type face. The <u>Note</u> , <u>Title</u> and <u>Payment (\$)</u> fields are enabled. The [Clear] and [Save] buttons are enabled.
You can scan a bar code. (First make sure the cursor is in the <u>Voter ID/Name</u> field.)	A black check mark appears in the far left column. The inspector's name changes to bold type face. The <u>Note</u> , <u>Title</u> and <u>Payment (\$)</u> fields are enabled. The [Clear] and [Save] buttons are enabled.
Before or after saving your changes you can enter a <u>Note</u> for an inspector from the drop down list.	A note that the inspector was <u>Excused</u> , <u>Unexcused</u> , or <u>Declined</u> work is made in Election Inspector History.
Before or after saving your changes you can enter a temporary change to an inspector's <u>Title</u> or <u>Payment (\$)</u> .	This new information prints on reports, but no permanent change is made to the Election Inspector Information for past elections.
Click on [Save] .	The election inspector assignment is saved, and names revert to regular type face. The [Save] and [Clear] buttons are disabled. The [Credentials] button becomes enabled.
Click on [Clear] to erase all changes made since you last saved.	The counter in the lower right corner of the screen, which tracks the number of changes since you last saved, goes back to 0.
Click on the [Save] button.	Your changes are saved.
Click on [Close] .	You are brought back to the <i>Election Administration</i> screen.
Click on [Close] .	You are returned to the <i>QVF Main Desktop</i> .

Assigning Election Inspectors to AV Counting Boards: Auto Assign

Action	Result
The [Auto Assign] button on the <i>Assignment of Election Inspectors</i> screen allows you to re-assign inspectors to the counting board they worked at in the previous election of that type. The system classifies elections by these types; Village, School, or Jurisdiction.	The system will auto assign by type of election. The inspectors you used in the previous school election will be assigned to future school elections. The inspectors you used in the previous jurisdiction election will be assigned to future jurisdiction elections.
Once you have assigned election inspectors the first time, you can use the auto assign function to assign inspectors for the same election type. You do this by first choosing the counting board you want to assign inspectors to, then click on the [Auto Assign] button.	The <i>Please select a past election</i> screen is displayed. This screen will contain a grid with all past elections of a similar type that had election inspectors assigned.
Highlight an election and click on the [OK] button.	A Confirm screen is displayed asking you if you are sure you want to assign election inspectors in this fashion.
Click on the [Yes] button.	You are returned to the <i>Assignment of Election Inspectors</i> screen. The inspectors who had been assigned in the previous election that you chose, are now assigned in the current election.
Click on the [Save] button.	Your changes are saved.
Go through this same procedure for your remaining AV counting boards. Then click on the [Close] button in the <i>Assignment of Election Inspectors</i> screen.	You are returned to the <i>Election Administration</i> screen.

Assigning Ballots to a Counting Board: AV Scan

Michigan Qualified Voter File - [AV Scan]

File View Reports Sys Admin Data Maint. Window Help

BERRIEN BENTON HARBOR CITY 08/23/2000 - PRESIDENTIAL PRIMA 11/07/2000 - GENERAL

Name: Status: Ward/Precinct: Close ? Help

County: Jurisdiction: Voter ID: Process Search

Send To Address: Overseas

Election/Applications:

Main Election: 11/07/2000 - GENERAL Send Receive

Secondary/General Election: (NONE) App Card

Default Date Sent: 09/22/2000 Received: 09/22/2000 Edit Delete

Ballots:

Next Ballot Number: 00000132 Auto-Advance

Lockout: ELECTION

Counting Board: AUTO

Send Invalid Receive Spoil Label Write-In Edit Delete

Print Options:

Pre-printed Applications Print Labels Now Print Ballot Num.

Test Version 1.57.12

See the AV Scan section for more detailed information on using the *AV Scan* screen.

Action	Result
Set up the <i>AV Scan</i> screen as you normally would to process AV applications and ballots.	
On the right side of the <i>AV Scan</i> screen is the <u>Counting Board</u> field. The pick list gives you the choice of <u>None</u> , <u>Auto</u> , or any counting board that you set up for the indicated election.	
If you choose <u>None</u> in the <u>Counting Board</u> field:	AV ballots that you send to voters are not assigned to an AV ballot counting board.
If you choose <u>Auto</u> in the <u>Counting Board</u> field:	AV ballots that you send to voters are automatically assigned to the counting board that their precinct or district has been associated with.
If you choose a specific counting board in the <u>Counting Board</u> field:	AV ballots that you send to voters are assigned to the indicated counting board regardless of what precinct or district they live in.
Now process the AV applications as you normally would.	The AV ballots are assigned to AV counting boards

Assigning Ballots to a Counting Board: Unassigned and Reassigned Ballots

Michigan Qualified Voter File - [Counting Boards]

File View Reports Sys Admin Data Maint Window Help

BERRIEN BENTON HARBOR CIT 08/23/2000 - PRESIDENTIAL PRIMA 11/07/2000 - GENERAL

Save Auto Setup Reassign Ballots Close Help

County: BERRIEN Jurisdiction: BENTON HARBOR CITY

Election: 11/07/2000 - GENERAL

Counting Boards:

Association: WARD/PRECINCT

Name	Ballots	Percent
+ AVCB 1	0	00.00 %
+ AVCB 2	4	17.39 %
+ AVCB 3	0	00.00 %

Unassigned 19 82.61 %

Total: 23 100.00 %

+ Associated with a precinct/district

Edit New Delete

Ballot Breakdown:

Group By: WARD/PRECINCT

Precinct/District	Ballots	Percent
01001	11	47.83 %
02001	3	13.04 %
04001	5	21.74 %

Total: 19 82.61 %

☐ Include Assigned Ballots

Test Version 1.57.12 Drag and drop to assign ballots to a counting board

For any of several reasons you may have AV ballots that are not assigned to an AV counting board. You will want to make sure that these orphans are assigned to a counting board prior to the election. You may also need to re-assign ballots from one counting board to another based simply upon what district or precinct the voters live in.

Action	Result
Under File in the menu bar click on Election Administration .	The Election Administration screen appears.
Highlight the election you want to work with and click on the [Counting Boards] button.	The Counting Boards screen is displayed. At the bottom of the screen, on the left side, is <u>Unassigned</u> and <u>Total</u> AV ballots.
On the right side of the Counting Boards screen is the <u>Ballot Breakdown</u> box.	
In the <u>Group By</u> field, choose from the drop down list the precinct or district type you associated your counting boards with.	An accounting of the unassigned AV ballots appears in the grid beneath the <u>Group By</u> field. This list is broken down by precinct or district.

If you want a count of total AV ballots issued, broken down by precinct or district, place a check mark next to <u>Include Assigned Ballots</u> .	You will now see the total number of ballots broken down by precinct or district. To help you balance the size of the counting boards, you will also see the percentage of total AV ballots assigned in each precinct or district.
To assign unassigned ballots to a counting board, click and drag the precinct or district number from the grid in the <u>Ballot Breakdown</u> box to the AV counting board listed in the <u>Counting Boards</u> grid.	The precinct or district is highlighted in the Ballot Breakdown grid. When you move the mouse the arrow changes to a slashed circle. When you have moved the circle to a point where you can release the left mouse button the circle will change to an arrow with a small piece of paper. When you release the left mouse button, all the unassigned ballots in the precinct or district that you are moving will be assigned to the indicated AV counting board.
Click on the [Save] button.	Your counting board assignments are saved.
If you need to unassign the ballots from a counting board, click and drag the counting board line from the counting boards grid to the <u>Unassigned</u> line at the bottom of screen.	The number and percentage of unassigned tracked at the bottom of the screen will increase.
If you need to re-assign AV ballots to the counting boards, click on the [Re-assign Ballots] button.	All AV ballots will be assigned to the counting board of their precinct or district association. You can now save these counting board assignments, or start over moving the ballots around.
Click on the [Save] button.	Your counting board assignments are saved.
Click on the [Close] button.	You are returned to the <i>Election Administration</i> screen.
Click on the [Close] button.	You are returned to the <i>QVF Main Desktop</i> .

Running the AV List by Counting Board

Action	Result
From Reports in the menu bar, go to Absentee Voter , then click on AV List .	The AV List screen is displayed.
Ensure that the <u>County</u> and <u>Jurisdiction</u> are correct, then choose from the drop down list the <u>Election</u> for which you want the list.	
In the lower left quarter of the screen there are two tabs, Precincts and Counting Boards . Click on the Counting Boards tab.	The counting boards are listed in the grid below the tabs. The <u>Sort Options</u> have changed to include <u>By Counting Board and Last Name</u> , and <u>By Counting Board and Ballot Number</u> .
Initially, all the counting boards are highlighted, they will all print. If you only want an AV List to print for a single counting board, click on one of the <u>AV Counting Board</u> identifiers.	One counting board is highlighted.
Choose your <u>Sort Options</u> .	The AV List will run based on the <u>Sort Option</u> chosen.
Choose the <u>Print Options</u> from <u>Print Now</u> , <u>Print Later</u> , or <u>Print to File</u> and click on the [OK] button.	Your AV List will either print now or be sent to the Local Report Queue and you are returned to the QVF Main Desktop .

Recording Petition Signatures – Mass Production

Michigan Qualified Voter File - [Petitions Voter Search]

File View Reports Sys Admin Data Maint. Window Help

Petitions Voter Search

Clear Petitions Close Help

County: BERRIEN Jurisdiction: BAINBRIDGE TOWNSHIP Search

Last Name: ANTHONY First Name: MARK House #: Street Name:

ST	Voter Full Name	Voter Address
A	ANTHONY, MARK W	160 N ARENT RD, WATERVLIET MI 49098

Training Version 1.77

Action	Result
From the <i>File</i> menu choose <i>Petitions</i> .	The <i>Petitions Voter Search</i> screen is displayed.
In the <i>Petitions Voter Search</i> screen, enter the search criteria information and click on the [Search] button. Flexibility has been built into the search function to allow greater ease of processing signatures. If you have two people with the same last name, you can search by last name. If you have several people at the same address or on the same street, you can search using address criteria.	A list of voters matching your search criteria is displayed.
Double click on a name or highlight a name and click on the [Petitions] button.	The <i>Petition Information</i> screen is displayed.

Select the petition you are working with from the drop down list in the <u>Petition</u> field.	<p>The election date and petition type will be displayed along with the candidate/issue name.</p> <p>If a voter has already had a signature recorded for that petition, a check mark will appear next to the election date.</p>
Enter the <u>Date of Signature</u> as either a six or eight digit date.	The signature date must fall between the start and end dates for collecting signatures.
Enter the petition <u>Page Signed</u> . Then check the signature date against the voter's registration date. If the voter signed the petition on or after the registration date click on the [OK] button.	The signature is saved and you are returned to the Petition Information screen. A check mark has been added next to the petition election date in the <u>Petition</u> drop down and the number tracked in the <u>Sig's Collected</u> field has increased by one.
In the Petition Information screen click on the [Clear] button.	All search criteria is erased.
Search for the next voter and continue as above.	
When you have finished processing petition signatures click on the [Close] button.	You are returned to the Main Desktop .
If you make a mistake and need to remove a petition signature from the QVF simply go into the voter's Petition Information screen, remove the entry for <u>Date of Signature</u> and <u>Page Signed</u> . Click on the [OK] button.	You are returned to the Voter Registration screen, the check mark has been removed from the petition, and the <u>Sig's Collected</u> has decreased by one.

In the instance where a voter signed the same petition twice, John Smith signed on both pages 1 and 27 for example, the system will give you a visual clue, the petition will already have a check mark next to the election date. If a voter has signed more petitions than allowed, two petitions for mayor, or six petitions for city council when only five seats are open, a message will display, "This voter has already signed the maximum number of allowed petitions () for this office."

